Purpose

Use this procedure to add an employee who initially waived all rights to a medical plan.

Prerequisites

- Employee currently has no health coverage with their current employer.
- The enrollment form must be signed within 30 days of the event.
- Contact FBMC for approval.
- If this is a HIPAA event due to marriage, the marital status must first be confirmed. Check the employee's marital status using transaction PA20. Select **Personal Data** and **Display** to review. The employee status should reflect *Married (Marr.)* to indicate the spouse has been added.

Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources ➜ Personnel Management ➜ Administration ➜ HR Master Data ➜ PA30-Maintain

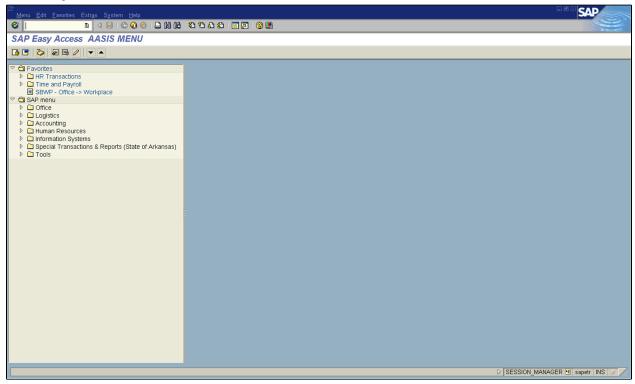### Transaction Code

PA30/HRBEN0001

Tips and Tricks

- HIPAA may be used when the employee is covered under another plan, later marries and decides to enroll in a medical plan to add his or her spouse.
- HIPPA may be used if the employee previously had no insurance, but later has a newborn and decides to add the child.
- Other approved dependents may be added at the time of a HIPAA event.

Procedure

1. Start the transaction using the menu path or transaction code.
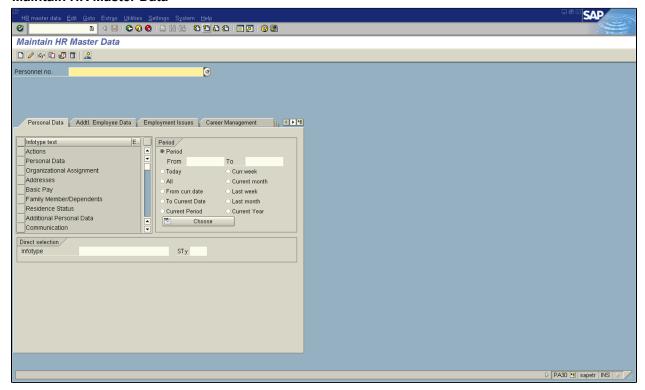
SAP Easy Access AASIS MENU

2. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter the **Maintain HR Master Data** transaction. **Example:** PA30

Maintain HR Master Data
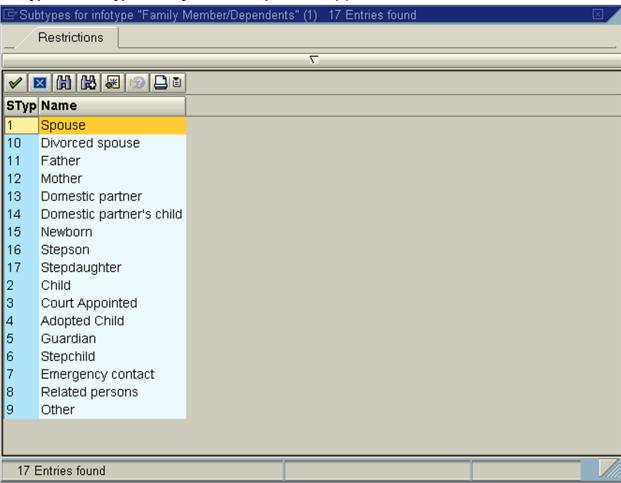
3.   As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Enter the employee's **personnel number.** **Example:** 1172
Infotype	Required	Enter the **Family Member/Dependents** Infotype (IT0021). **Example:** 0021

4.   Click *Create* [icon].
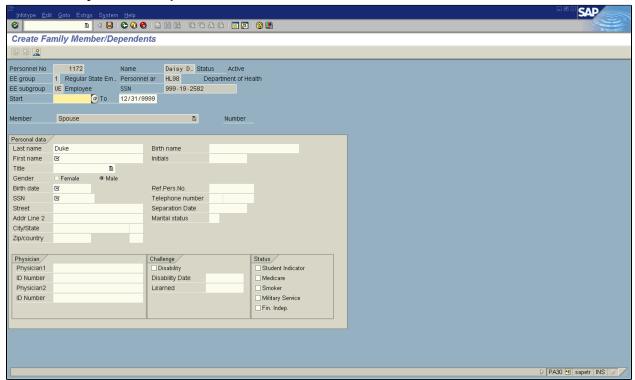
Subtypes for infotype "Family Member/Dependents" (1)   17 Entries found

STyp	Name
1	Spouse
10	Divorced spouse
11	Father
12	Mother
13	Domestic partner
14	Domestic partner's child
15	Newborn
16	Stepson
17	Stepdaughter
2	Child
3	Court Appointed
4	Adopted Child
5	Guardian
6	Stepchild
7	Emergency contact
8	Related persons
9	Other

17 Entries found

5.   Double-click the appropriate Family Member/Dependent. Example: 1   Spouse .

Create Family Member/Dependents

6.   As required, complete/review the following fields:

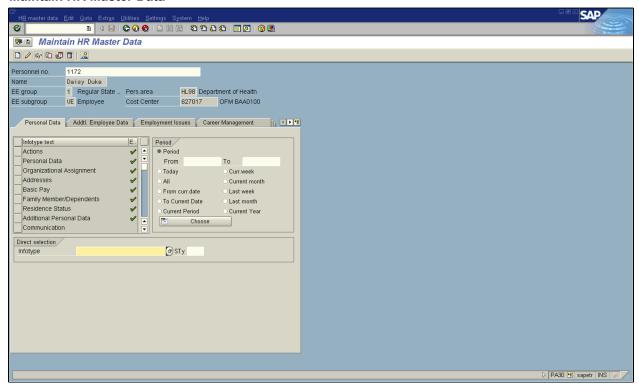| Field	R/O/C	Description
Start	Required	Enter the 1st of the month the event occurred. **Example:** 07/01/2010
First name	Required	Enter the family member/dependent's first name. **Example:** Danny
Birth date	Required	Enter the family member/dependent's date of birth. **Example:** 05151982

Field	R/O/C	Description
SSN	Required	Enter the family member/dependent's social security number. If the SSN has not been provided, type in the default numbers until the employee receives one for the dependent. • Default SSN for newborn: 888-and the last six digits of the employee's SSN. • Default SSN for twin: 888-88-last four digits of the employee's SSN. **NOTE:** The correct dependent SSN must be replaced as soon as it becomes available. **Example:** 444995258

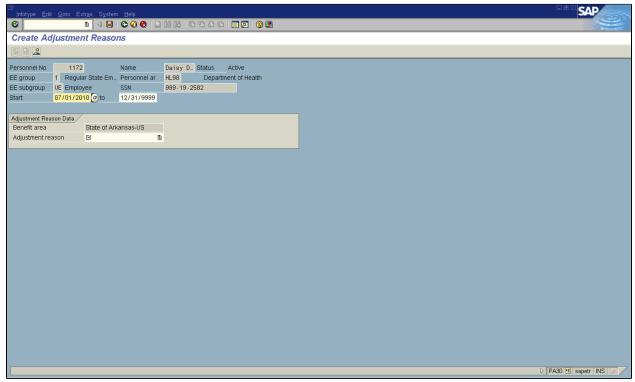**7.** Click *Save* 💾.

Maintain HR Master Data

8. As required, complete/review the following fields:

Field	R/O/C	Description
Infotype	Required	Enter the **Adjustment Reason** Infotype (IT0378). **Example:** 0378

9. Click **Create** 🗋.
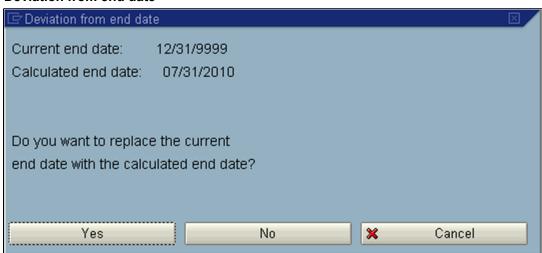
Create Adjustment Reasons

10. Click **Adjustment reason** text box ☑ 📋.

11. Click **HIPAA** drop down HIPAA .

12. Click **Save** 💾.
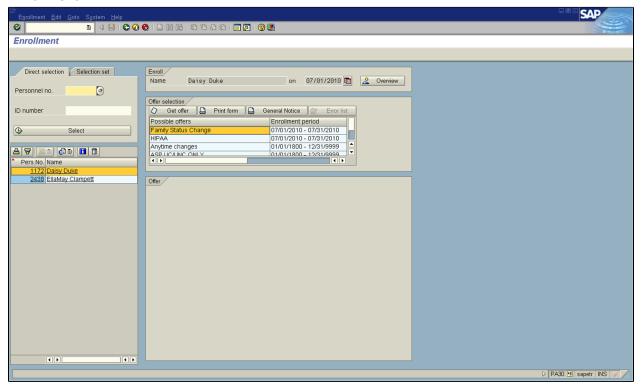
Deviation from end date

13. Click **Yes** Yes .
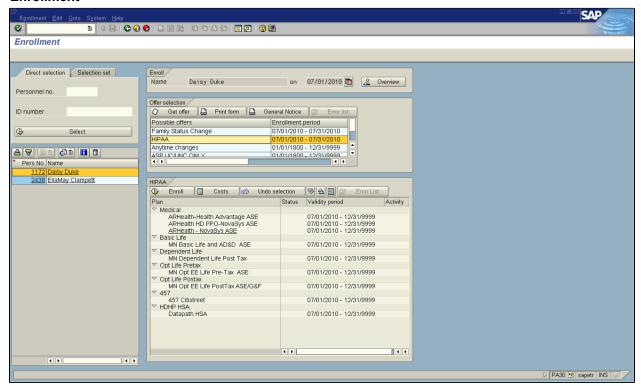
Enrollment

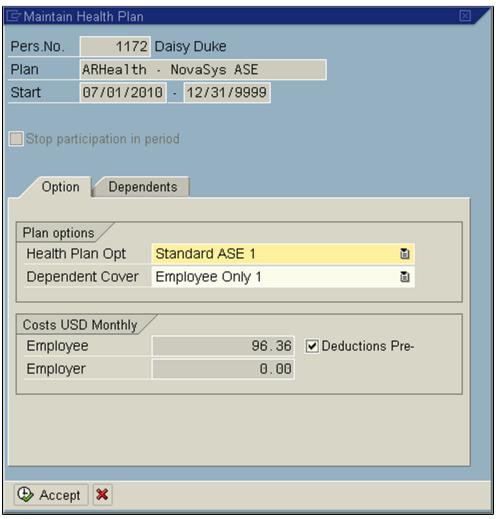**14.** Double-click **HIPAA** under the *Possible offers* HIPAA .

Enrollment

15. Click the employee's desired health plan. Example: **ARHealth - NovaSys ASE** tree item
ARHealth - NovaSys ASE .

Maintain Health Plan

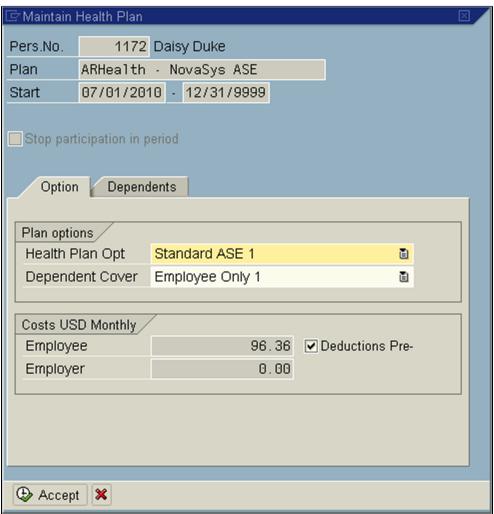**16.** Click **Dependents** tab Dependents to add dependents to the employee's health plan.

Maintain Health Plan

17. Click **Select** check box [☐] .

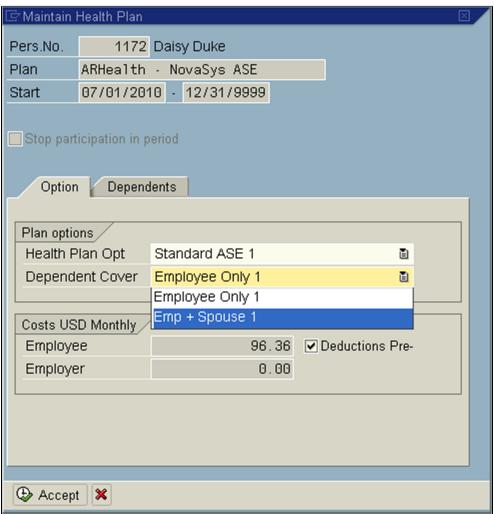**18.** Click **Option** tab [Option] .

Maintain Health Plan

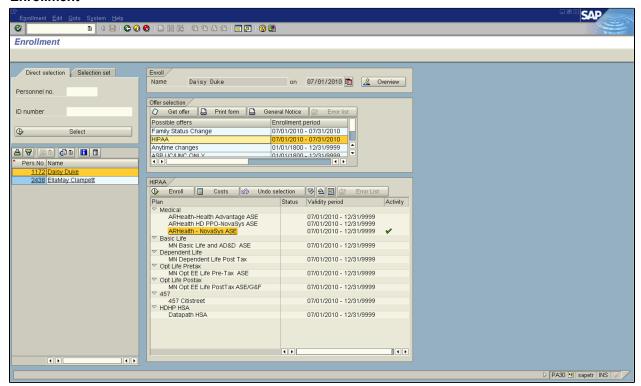**19.** Click **Dependent Cover** drop down Employee Only 1 .

Maintain Health Plan

20. Click the appropriate dependent coverage based on enrolled employee/dependents. **Example: Emp + Spouse 1** Emp + Spouse 1 .
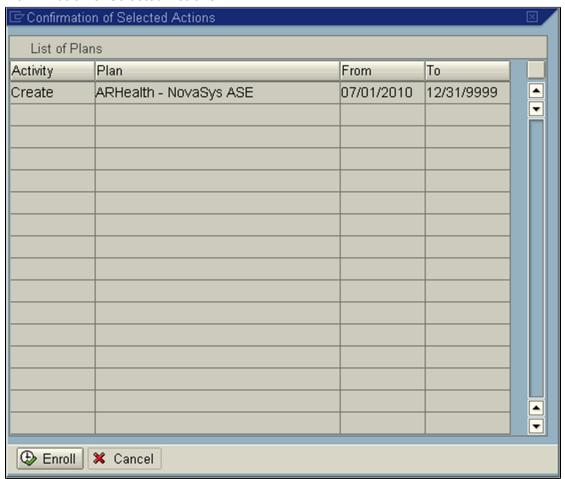
21. Click **Accept** ⊕ Accept .

Enrollment

22. Click **Enroll** ⊕ Enroll . in HIPAA section of Enrollment screen.

Confirmation of Selected Actions

Confirmation of Selected Actions				⊠
List of Plans				
Activity	Plan	From	To	
Create	ARHealth - NovaSys ASE	07/01/2010	12/31/9999	

⊕ Enroll   ✖ Cancel
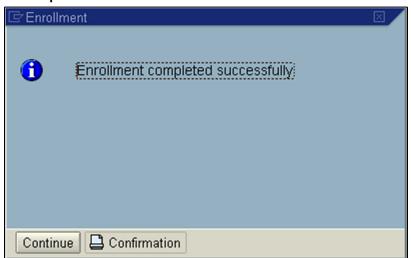
23.   Click **Enroll** ⊕ Enroll .

Desktop

24. Click **Continue** `Continue`.

25. Click **Confirmation** `Confirmation` to print the employee's confirmation letter.

> Confirmation form in this transaction does not list health and/or life plan catch-up amounts.

Next Steps

To obtain the confirmation letter with the health and/or life plan catch-up amounts, go to transaction code HRBEN0015.

Summary

You have successfully completed a HIPAA event.